Presenter's Checklist

Before the Workshop

☐ Identify a convenient location that has space available for no charge (for example local school, library, church); ask whether the venue has a computer and projector for your use or if you’ll have to bring your own

☐ Go visit the site ahead of time

☐ Set a date and time

☐ Send email invitations with deadline to RSVP (sample language for the invitation is included in the guide)

☐ Create and distribute any promotional materials (posters, flyers, listserv messages)

☐ Track participant registration and create an attendee list to be used as a check-in sheet

☐ Review the workshop materials and additional resources so that you are prepared

☐ Anticipate your audience and customize your presentation accordingly (for example, if it’s mostly parents, use role play scenarios that are more relevant for them)

☐ Practice your presentation (Print the slides with notes pages—you’ll see this option under “print preview”—and review the suggested script)

☐ Photocopy all materials and consider creating packets for participants

☐ Confirm the event location (2-3 days before)

☐ Send email reminder to attendees (2-3 days before)

Day of the Workshop

What you’ll need to bring:

☐ Printed version of slides with speaker notes

☐ Laptop computer (equipped with Power Point software)

☐ Projector

☐ Photocopies of select handouts (See pages 5 and 6 for complete list)
☐ Flip chart, markers, index cards for questions*
☐ Name tags*
☐ Sign-in sheet with email addresses
☐ Paper and pens
☐ Memory stick/CD with the PowerPoint presentation. Remember to bring a back up!
*Optional

☐ Arrive early to prepare the room (rearrange chairs and tables, if needed)
☐ Test the computer and projector to make sure they are working
  ☐ Run through the PowerPoint slides

☐ Set up check-in table with
  ☐ Participant sign-in sheet
  ☐ Name tags and markers

☐ Review PowerPoint presentation and speaker notes
☐ Distribute and review handouts and evaluation forms at the end of the workshop
☐ Collect participant evaluation forms

After the Workshop
☐ Follow up on any unanswered participant questions
☐ Review evaluation forms

☐ Complete the presenter evaluation and submit to: NCPIE, 200-A Monroe Street, Suite 212, Rockville, MD 20850 or fax to: (301) 340-3944.
☐ Send a thank you note to the facility that hosted the workshop